



**Child Development  
Division**

**MANAGEMENT  
BULLETIN**

|  |                                 |
|--|---------------------------------|
| <b>Subject:</b> TRAVEL AND PER DIEM RATES  | <b>No.:</b> 02-15               |
| <b>Authority:</b> <i>California Code of Regulations</i> , Title 5,<br>Section 18034(j) | <b>Date:</b> July 2002          |
|  | <b>Expires:</b> Until Rescinded |

**ATTENTION: EXECUTIVE OFFICERS AND PROGRAM DIRECTORS OF ALL CHILD  
DEVELOPMENT DIVISION PROGRAMS**

**PURPOSE**

This Management Bulletin supercedes Management Bulletin 00-11 in order to provide revised information governing child development contractor travel and per diem rates.

**BACKGROUND**

In accordance with *California Code of Regulations*, Title 5, Section 18034(j), travel and per diem expenses for child development contractors are to be reimbursed at rates comparable to those rates paid to California Department of Education's represented employees. On March 29, 2002, the Department of Personnel Administration issued revised rates and rules for reimbursement of travel and per diem.

**POLICY**

Child Development Division contractors should now utilize the revised rates contained in this Management Bulletin. If reimbursement has already been provided for travel on or after January 31, 2002, and additional reimbursement is claimed in accordance with these revised rules, payments may be processed to take advantage of the new rates.

The revised rates and rules are summarized in the attached document. *Contractors are urged to read this document carefully.* While some of the rules may appear to be applicable to State employees only, in accordance with Title 5 provisions the Child Development Division applies these same standards to travel reimbursement that is paid with child development contract funds.

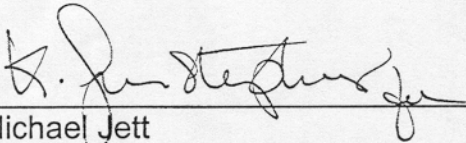
Please note that reimbursement for meals and incidentals has been and continues to be for actual expenses only. Although receipts for meals need not be attached to travel reimbursement documentation, the per diem amounts are maximums and not an automatic allowance, and must adhere to the following:

Receipts for meals must be maintained by the traveler, as substantiation that the amount claimed is not in excess of the amount of actual expense.

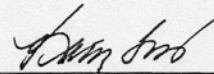
The term "incidentals" includes, but is not limited to, expenses for laundry, cleaning and pressing of clothing, and fees and tips for services, such as porters and baggage carriers. It does not include taxicab fares, lodging taxes, or the costs of personal telegrams or telephone calls.

The traveler may be asked by auditors, including the Internal Revenue Service, to provide receipts that substantiate that the amounts claimed are for reimbursement only and are not more than the amount claimed. Travelers should maintain receipts and documentation to support the amounts claimed for meals and incidentals. For State contract purposes, a minimum of five years is suggested. Check with your tax preparer or the Internal Revenue Service for the federal retention period.

Please direct any questions you may have to your assigned Child Development Division Field Services Consultant.



Michael Jett  
Director  
Child Development Division



Kathy B. Lewis  
Deputy Superintendent  
Child, Youth and Family Services Branch

Attachments: "A Summary of the State of California Short-Term Travel Expense Reimbursement Program."

Field Services Unit County Assignments

This Management Bulletin is mandatory only to the extent that it cites a specific statutory and/or regulatory requirement. Any portion of this Management Bulletin that is not supported by a specific statutory and/or regulatory requirement is not prescriptive pursuant to Education Code 33308.5.



## A SUMMARY OF THE STATE OF CALIFORNIA SHORT-TERM TRAVEL EXPENSE REIMBURSEMENT PROGRAM

## ATTACHMENT 1 MB 02-15

### CONDITIONS OF TRAVEL

Effective 1/1/92, reimbursement shall not be made for meal and lodging expenses incurred within 50 miles of home or headquarters.

Receipts are required for each item of expense for street car, ferry fares, bridge and road tolls, local transit, taxi, shuttle or hotel bus and parking over \$10, business phone calls over \$5.00, all gas for rental cars, and all lodging, regardless of amount.

All travel and business expenses are to be incurred as a result of conducting official business, and are subject to review/verification by the approval authority.

### SHORT-TERM TRAVEL

#### LODGING REIMBURSEMENT RATES -IN STATE

Applicable when official business requires an overnight stay and the employee uses a good, moderately priced commercial lodging establishment (*hotel, motel, bed and breakfast or public campground*) that caters to the short-term traveler, and for day trips of less than 24 hours.

**HINTS:** Use the 2002 LODGING TRAVEL GUIDE! <http://www.travelcsg.com> It's full of good lodging establishments priced within State rates. **KEEP YOUR RECEIPTS.**

RATES EFFECTIVE 01/31/02:

**LODGING REIMBURSEMENT – receipt required**  
Statewide, Except as below\* up to \$84.00 + tax

\*Los Angeles and San Diego  
Counties up to \$110.00 + tax

\*San Francisco, Alameda, San Mateo  
and Santa Clara Counties up to \$140.00 + tax

Note: Get a confirmation number when you make your reservations and use it when you check in. Travelers

who do not provide a lodging receipt are eligible to claim meals/incidentals only as appropriate to the time frames of travel. (See below for rates and time frames.)

#### MEALS AND INCIDENTALS (each 24 hr. period)

Breakfast: ACTUAL EXPENSE UP TO \$ 6.00

Lunch: “ 10.00

Dinner “ 18.00

Incidentals “ 6.00

Note: YOU must retain all meal receipts for audit by the state or the IRS.

#### TIMEFRAMES:

FIRST DAY: TRIP OF MORE THAN 24 HOURS:

Trip begins at or before 6am: may claim breakfast

Trip begins at or before 11am: may claim lunch

Trip begins at or before 5pm: may claim dinner

FRACTIONAL DAY: AFTER 24 HOURS OF TRAVEL:

Trip ends at or after 8am: may claim breakfast

Trip ends at or after 2pm: may claim lunch

Trip ends at or after 7pm: may claim dinner

FRACTIONAL DAY-TRIP OF LESS THAN 24 HOURS:

Trip must begin at or before 6am AND end at or after 9am in order to claim breakfast.

Trip must begin at or before 4pm AND end at or after 7pm in order to claim dinner.

No lunch or incidentals may be claimed.

**NOTE:** Full meals included in airfare, hotel, and conference fees, or otherwise provided may not also be claimed for reimbursement. The same meal may not be claimed more than once on any date. Continental breakfasts of rolls, coffee, and juice are not considered full meals.

#### TRANSPORTATION

Reimbursement for transportation expenses will be only for the method of transportation that is in the best interest of the State, considering both direct expense

and the employee's time. When an employee chooses a method of transportation that is more costly than the normal method of travel (e.g., driving a personal vehicle instead of flying), reimbursement will be at the lower amount.

#### MILEAGE REIMBURSEMENT RATES

The rate claimed shall be considered full reimbursement for all costs related to the operation and maintenance of the vehicle, including both liability and comprehensive insurance.

|                         |                   |
|-------------------------|-------------------|
| Automobile              | 34 cents per mile |
| Spec. veh. w/cert up to | 37 cents per mile |
| Private aircraft up to  | 50 cents per mile |
| Bicycle up to           | 4 cents per mile  |

If dropped off and picked up at a common carrier and no parking expense is claimed, mileage to and from the common carrier may be claimed at the above appropriate rate times twice the number of miles you actually occupy the vehicle (pays for each round trip).

**CONFERENCES/CONVENTIONS: Rooms that are contracted by the sponsors for the event.**

- STATE SPONSORED:  
Lodging with receipt: up to \$110 + tax
- NON-STATE SPONSORED:  
Lodging with receipt: up to the rate contracted for the event.

#### OUT-OF-STATE TRAVEL

Lodging w/receipt: actual expense (subject to department approval)

Meals/incidentals: same rates/requirements as in-state reimbursement.

#### OUT-OF-COUNTRY TRAVEL

Lodging w/receipt: actual expense (subject to department approval)

Meals/incidentals: as published by the U.S. Govt. for dates and places traveled.

**CALIFORNIA DEPARTMENT OF EDUCATION  
CHILD DEVELOPMENT DIVISION /FIELD SERVICES UNITS  
COUNTY ASSIGNMENT LIST**

| County       | Region | Consultant          | County          | Region | Consultant            |
|--------------|--------|---------------------|-----------------|--------|-----------------------|
| Alameda      | NORTH  | M. Hunkins/M. Fitch | Orange          | SOUTH  | Erica Otiono          |
| Alpine       | NORTH  | Dan Cross           | Placer          | NORTH  | Dan Cross             |
| Amador       | NORTH  | Alice Trathen       | Plumas          | NORTH  | David Houtrouw        |
| Butte        | NORTH  | Dan Cross           | Riverside       | SOUTH  | Sandy Patitucci       |
| Calaveras    | NORTH  | Cassandra Lewis     | Sacramento      | NORTH  | Alice Trathen         |
| Colusa       | NORTH  | Alice Trathen       | San Benito      | SOUTH  | Cindy Betts           |
| Contra Costa | NORTH  | Margo Hunkins       | San Bernardino  | SOUTH  | Sandy Patitucci       |
| Del Norte    | NORTH  | David Houtrouw      | San Diego       | SOUTH  | S. Patitucci/F. Louie |
| El Dorado    | NORTH  | Dan Cross           | San Francisco   | NORTH  | Margaret Shortt       |
| Fresno       | SOUTH  | Joe Martinez        | San Joaquin     | NORTH  | Cassandra Lewis       |
| Glenn        | NORTH  | Alice Trathen       | San Luis Obispo | SOUTH  | Nancy Remley          |
| Humboldt     | NORTH  | David Houtrouw      | San Mateo       | NORTH  | Dan Cross             |
| Imperial     | SOUTH  | Francis Louie       | Santa Barbara   | SOUTH  | Cindy Betts           |
| Inyo         | SOUTH  | Francis Louie       | Santa Clara     | NORTH  | Deborah McFadden      |
| Kern         | SOUTH  | Nancy Remley        | Santa Cruz      | NORTH  | Margo Hunkins         |
| Kings        | SOUTH  | Joe Martinez        | Shasta          | NORTH  | David Houtrouw        |
| Lake         | NORTH  | Jeralynn Krug       | Sierra          | NORTH  | Dan Cross             |
| Lassen       | NORTH  | David Houtrouw      | Siskiyou        | NORTH  | David Houtrouw        |
| Los Angeles  | SOUTH  | See second page.    | Solano          | NORTH  | Jeralynn Krug         |
| Madera       | SOUTH  | Cassandra Lewis     | Sonoma          | NORTH  | Jeralynn Krug         |
| Marin        | NORTH  | Margaret Shortt     | Stanislaus      | NORTH  | Cassandra Lewis       |
| Mariposa     | NORTH  | Cassandra Lewis     | Sutter          | NORTH  | Alice Trathen         |
| Mendocino    | NORTH  | David Houtrouw      | Tehama          | NORTH  | Alice Trathen         |
| Merced       | SOUTH  | Joe Martinez        | Trinity         | NORTH  | David Houtrouw        |
| Modoc        | NORTH  | David Houtrouw      | Tulare          | SOUTH  | Joe Martinez          |
| Mono         | SOUTH  | Francis Louie       | Tuolumne        | NORTH  | Alice Trathen         |
| Monterey     | SOUTH  | Cindy Betts         | Ventura         | SOUTH  | Cindy Betts           |
| Napa         | NORTH  | Jeralynn Krug       | Yolo            | NORTH  | Jeralynn Krug         |
| Nevada       | NORTH  | Dan Cross           | Yuba            | NORTH  | Alice Trathen         |

**Alameda County – Hunkins' portion**

Chabot-Las Positas Community College  
Children's Fund of the Bay Area  
Fremont Unified SD  
Fremont-Newark Community College  
Livermore Area Rec and Park District  
Livermore Valley Jt Unified SD  
New Haven Unified SD  
Newark Unified SD  
Resources for Family Development  
Tri-Cities Children's Center

**San Diego County - Patitucci's portion**

All Children's Foundation  
Chicano Federation of San Diego  
Children of the Rainbow  
Chula Vista Elementary SD  
Coronado Unified SD  
Episcopal Community Services  
Jamul-Dulzura Union SD  
Metro Area Advisory Committee  
National Elementary SD  
San Ysidro Elementary SD  
South Bay Union SD

**FIELD SERVICES STAFF DIRECTORY**

| <u>Administrators</u>   | <u>Telephone</u> |
|-------------------------|------------------|
| GREG HUDSON             | 916 323-1300     |
| Sharon Hawley           | 916 324-6164     |
| <u>Consultant Staff</u> | <u>Telephone</u> |
| CINDY BETTS             | 916 327-1021     |
| Dan Cross               | 916 323-1341     |
| PAMELA FINLEY           | 916 322-4850     |
| Mari Fitch              | 916 323-1317     |
| ALICIA HETMAN           | 916 323-2133     |
| David Houtrouw          | 916 323-3090     |
| Margo Hunkins           | 916 323-1305     |
| Jeralynn Krug           | 916 445-7353     |
| Cassandra Lewis         | 916 323-8524     |
| FRANCIS LOUIE           | 916 322-4241     |
| JOE MARTINEZ            | 916 323-7833     |
| Deborah McFadden        | 916 445-7349     |
| RICHARD MILLER          | 916 322-4275     |
| ERICA OTIONO            | 916 323-1315     |
| SANDY PATITUCCI         | 916 323-1355     |
| NANCY PELLOM            | 916 323-0216     |
| NANCY REMLEY            | 916 323-1329     |
| Margaret Shortt         | 916 323-1345     |
| Alice Trathen           | 916 323-1312     |

UPPERCASE NAMES = Southern Region staff

Child Development Division/Southern Field Services Unit  
Los Angeles County Service Planning Areas (SPA)

| <b>SPA 1</b><br><b>Antelope Valley Region</b>  | <b>SPA 2</b><br><b>San Fernando Region</b>  | <b>SPA 3</b><br><b>San Gabriel Region</b>   | <b>SPA 4</b><br><b>Metropolitan Region</b>   |
|--|---|---|--|
| Pam Finley (916) 322-4850  | Pam Finley (916) 322-4850   | Richard Miller (916) 322-4275   | Nancy Pellom (916) 323-0216  |
| Antelope Valley Comm. College<br>Antelope Valley High School<br>Education Foundation<br>Lancaster Elementary SD<br>Palmdale Elementary SD  | Around the Komer<br>AS/CSU Northridge<br>Burbank Unified SD<br>Calvary Baptist Day Care<br>Child and Family Center<br>Child Care Resource Center -<br>San Fernando<br>Creative World, Inc.<br>Dubnoff Center for Child Dev.<br>Eben-Ezer Children's Day Care<br>Glendale Community College<br>Glendale Unified SD<br>Grandview Presbyterian Church<br>Institute for Leadership & Educ.<br>Newhall Elementary SD<br>Santa Clarita Comm College<br>Saugus Union Elementary SD<br>Sulphur Springs Union ESD  | Acacia Montessori School<br>Alhambra City Elementary SD<br>Baldwin Park Unified SD<br>Bassett Unified SD<br>Bright Faces Child Development<br>Cal Poly Pomona Foundation<br>Ctr for Community & Family Svcs<br>Charter Oak Unified SD<br>Child Care Information Service<br>Citrus Community College District<br>City of South El Monte<br>Claremont Unified SD<br>Community Housing Services<br>Covina Development Center<br>Covina Valley Unified SD<br>Duarte Unified SD<br>El Monte City SD<br>El Monte Union High SD<br>Fairplex Child Development Center<br>Garvey Elementary SD<br>Hacienda-La Puente Unified SD<br>Monrovia Unified SD<br>Montessori Association of Covina<br>Mountain View Elementary SD<br>Mt. San Antonio Community College<br>Neighbors of Watts<br>Options-A Child Care & Human Svcs<br>Pasadena Area Comm College<br>Pasadena Unified SD<br>Phillips Ranch Youth<br>Pomona Unified SD<br>Rosemead Elementary SD<br>Rowland Unified SD<br>San Gabriel Unified SD<br>San Gabriel YMCA<br>Contractors: 35 | Archdiocese of Los Angeles<br>Assistance League of Southern CA<br>Cal State Los Angeles Aux Serv<br>Calif. Hospital Medical Center<br>Catholic Charities of LA, Inc.<br>Centro de Niños, Inc.<br>Child and Family Services<br>Child Dev Consortium of LA, Inc.<br>Children's Home Society of CA<br>Children's Institute International<br>Chinatown Service Center<br>City of LA, Dept of Rec & Parks<br>County of Los Angeles, Dept. of<br>Children Services<br>Estrada Courts Residential Mgmt<br>Foundation for Early Childhood Ed<br>International Institute of LA<br>Los Angeles Child Care & Develop.<br>Los Angeles County / USC Medical<br>Center Auxiliary<br>Los Angeles Community College Dist<br>Los Angeles Unified SD<br>LTSC Community Development Corp<br>Mt. Washington Preschool & Child Care<br>Para los Niños<br>Plaza Community Center<br>Plaza de la Raza Head Start, Inc.<br>Proyecto Pastoral<br>Salvation Army<br>St. Anne's<br>Volunteers of America of LA<br>YMCA of Metro Los Angeles<br>YWCA of Greater Los Angeles<br>Contractors: 31 |
| Contractors: 4   | Contractors: 17   |   |  |
| <b>SPA 5</b><br><b>West Region</b>   | <b>SPA 6</b><br><b>South Region</b>   | <b>SPA 7</b><br><b>East Region</b>  | <b>SPA 8</b><br><b>South Bay/Harbor Region</b>   |
| Alicia Hetman (916) 323-2133   | Alicia Hetman (916) 323-2133  | Pam Finley (916) 322-4850   | Erica Otiono, (916) 323-1315   |
| Chabad of California<br>Connections for Children<br>Culver City Unified SD<br>Los Angeles Alumni Chapter,<br>Delta Sigma Theta<br>Neighborhood Youth Assoc.<br>Ocean Park Child Care Found.<br>Parents Infant Care Services, Inc.<br>Regents-Univ. of California<br>Santa Monica-Malibu Unified SD<br>St. Joseph Center<br>Venice Family Clinic<br>Vista del Mar Child and Family<br>Westside Children's Center<br>Youth Development Partnership | Charles R. Drew University,<br>Medicine & Science<br>Children's Center, Inc.<br>Children's Collective, Inc.<br>Compton Community College<br>Compton Unified SD<br>Crystal Stairs<br>Daisy Foundation<br>Drew Child Development Corp.<br>Faithful Central Education Center<br>Girls Club of Los Angeles<br>Golden Day Schools<br>Heavenly Vision Education Ctr<br>Hoover Intergenerational Care<br>Kedren Community Health Ctr<br>Lennox School District<br>Lewis Metro Christian School<br>Los Angeles First Pre-School<br>Los Angeles Urban League<br>Lynwood Unified SD<br>Mount Saint Mary's College<br>Page Learning Academy<br>Paramount Unified SD<br>University of Southern Calif. | ABC Child Development<br>ABC Unified SD<br>Bellflower Unified SD<br>CHARO Community Development<br>City of Norwalk<br>City of Santa Fe Springs<br>Coalition of Latino Americans<br>(CODELA)<br>East Whittier City Elementary SD<br>El Rancho Unified SD<br>Los Angeles Co. Supt. of Schools<br>Mexican American Opportunity<br>Foundation<br>Montebello Unified SD<br>Norwalk-La Mirada Unified SD<br>Rio Hondo Community College<br>Southeast Los Angeles PIC<br>YMCA of Greater Long Beach  | Assoc Students, CSU Dominguez Hills<br>Assoc Students, CSU Long Beach<br>City of Gardena<br>Community Development Center<br>Comprehensive Child Development<br>El Camino Community College<br>Federation of Preschool &<br>Community Education Center<br>Hawthorne Elementary SD<br>Inglewood Unified SD<br>Lawndale School District<br>Lennox School District<br>Long Beach Community Improvement<br>League<br>Long Beach Day Nursery<br>Long Beach Unified SD<br>Manhattan Beach Unified SD<br>Redondo Beach Unified SD<br>Southern Calif. Youth & Family Center<br>Torrance Unified SD<br>Young Horizons  |
| Contractors: 14  | Contractors: 23   | Contractors: 16   | Contractors: 18  |